

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

REQUIRED CONTRACT DOCUMENTS CHECKLIST

Instructions: The Departmental Component shall:

- Check off all of the required documents the provider agency needs to submit (or have available for an onsite review, if noted);
- Send a copy of this form to the provider agency for signature and return along with the required documents;
- Document and monitor the compliance status of the submissions by completing the last four columns; and
- Assure this form is completed annually as part of the preparation of a contract package.

Contract Number_____

Contract Agency_____

Contract Term_____

Provider agency's authorized signatory_____

Departmental component_____

DCF Reviewer & Title_____

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Compliance status-for DCF completion

Required Documents	<u>Agency needs to provide to DCF only if checked</u>	<u>Check if the document submitted is on file and in compliance</u>	<u>Check if NOT in compliance or add other comments</u>	<u>Check if document is to be reviewed at the Agency</u> Include date when reviewed Onsite	N/A
DCF Award letter					
A Letter /list containing DCF contact persons					
A copy of the Required Contract Documents Checklist					
Two Standard Language Documents					
A Signed/dated PL 2005, Chapter 51					
A Signed/dated Ownership Disclosure Form					
A Signed/dated PL 2005, Chapter 92					
Annex B, B-2 or Budget Summary					
Annex A or Annex A Update					
Performance Outputs/Outcomes					
Copy of Insurance Declaration Page(s) and/or Malpractice Insurance					
Copy of Certificate of Incorporation					
Board Resolution form with authorized Signatories					
Board Resolution/DCF forms for match responsibilities					
A dated current Board Members list					
A copy of all applicable licenses					
A list of all contracts and grants (if not on the Annex B)					
A organizational structure chart					
A copy of the Personnel Manual or Employee Handbook					
Copy of the EEO Affirmative Action Certification or AA302 form					
Copy of the Provider's Affirmative Action Policy or Plan					
Copy of the Conflict of Interest Policy					
Copy of Provider Agency's By-Laws					
Copy of all local certificates of occupancy					
Copy of Lease or Mortgage (s)					
Copy of the Annual Report to the Secretary of State					
Copy of the Annual Report-Charitable Organization					
Copy of the latest Audit					
Copy of Tax Exempt Form 990					
Copy of U.S. Corporation Income Tax Return , form 1120					
Copy of Procurement Policy					
Current Equipment Inventory					
Copy of Subcontracts/Consultant agreements					
Copy of signed Payment Schedule					
Reports:					
Programmatic					
Fiscal					
Close out					
Other Departmental Component-specific documents (D.C. is to specify documents):					